**Important Questions to Ask Yourself *BEFORE* Submitting A Room Request at the CCC**

*Cross-Cultural Center Hours*
*Monday - Thursday: 9AM-9PM*
*Friday: 9AM-4PM*
***CLOSED** on Weekends*

1. What is the purpose of event?

2. What is the itinerary for the event?

3. What is the Layout Plan (e.g. Original Set-up, Lecture style, Standing Room only)?

4. Anticipated number of people:

5. How many people will you have for set-up and clean-up?

6. Is there food at this event? UCSD Catering or off-campus food?

7. Will the requester be at the event for the entire duration?

8. If not, who will be the Lead during the event?

9. Will you need AV?
   (No AV provided in ArtSpace, Com Small and Library)
   (You must provide your own laptop adapters)

10. Event Logistics at a Glance

   **Day & Date:**

   **Set-up time:**

   **Event start time:**

   **Clean-up time:**

   **Location:**

***NOTE!***
A. The room must be returned to its original set-up. For reference, there are pictures displayed in each room

B. *CCC is closed on the weekends unless special events arrangements are made with CCC staff

C. If you require any additional audio/visual services (e.g. additional projectors or microphones) please contact Media Services on campus at 534-8265, as the CCC *does not* provide AV tech support or staffing

**So You Reserved a Room at the CCC**
**Steps to successfully run/close your event**

*Congratulations!* You received a confirmation e-mail from Cross-Cultural Center Staff and now you're ready to finalize your event planning. But before we begin, there are a few things we need you to be clearly aware of:

- ✓ The CCC does not handle or aid in the room set up/clean up of the requested event. You are responsible to coordinate a team (your department staff, student workers, volunteers) to help you set-up the room for your event and most importantly, to clean-up after the event
- ✓ You and/your organization is responsible for cleaning up. This means wiping down tables, putting tables and chairs back to its original set-up, vacuuming, gathering trash and taking it down to the Price Center basement, and cleaning any other mess or spills, etc.
- ✓ The CCC is a community space. This means we cannot guarantee that the room you are in will be a quiet or confidential space. Please be aware of the high traffic that occurs in our center the privacy of your event may be impacted by incoming community members
- ✓ The Comunidad Large is the only room with built in A/V set up (projector, screen, & microphone). Last minute requests for A/V in the other rooms are *not guaranteed*
- ✓ Positively no red-colored beverages or alcohol are permitted within the entire center
- ✓ Please plan your event in advance very carefully. If you have any logistical questions, please consult a CCC staff member *at least two weeks* in advance
- ✓ Cancellation must occur 24 hours prior to your event by contacting Cross-Cultural Center Staff at cccenter@ucsd.edu or 858.534.9689

**STEP 1 – Layout Plan**

Figure out how you want to set-up the room and who will be helping you. You can either use the original room set-up or create the room into lecture style or standing room only. Be sure to schedule time in your schedule for clean-up and putting things back to the original set-up

**STEP 2 – Food**

If your event is catered by Dining Services, be sure to arrive at the location before they do. Depending on the quantity of food you ordered, you will have to set-up at least two (2) tables. This also applies if you are bringing in your own food instead of catering. Make sure to unlock tables at the wheels in order to use properly. Please schedule a meeting with a CCC staff member 48 hours prior to your event to learn how to operate the tables

**STEP – Clean up**

We cannot emphasize this enough: CLEAN UP after your event. Please be mindful that there will be an event occurring after your event and we want to provide everyone with a clean room. Put chairs & tables back to its original position. All trash and recyclables need to be properly disposed outside the CCC to the PC basement. If you used the AV in the Comunidad Large, please make sure to power down the AV Tower. Again, please schedule a meeting with a CCC staff member 48 hours prior to your event

**STEP 4 – Time Management**

Please keep track of time during your event. Allocate enough time for set up, actual event, and clean up. We do not want to find out that you ran out of time and left the room a mess for the next room reservation.